

COMPLETION INSTRUCTIONS FOR NOTICE OF REDUCED EARNINGS, (FISHERPERSON) DE 2063F

This notice provides instructions on completing the Notice of Reduced Earnings (Fisherperson), DE 2063F.

The DE 2063F is completed when an employee of a fishing vessel is partially or totally unemployed through no fault of his/her own. A DE 2063F is also completed for employees who were employed during the entire week and:

- Were engaged in the act of catching or attempting to catch fish on at least one day but less than the seven workdays during the week; or
- Had no earnings and performed no services during the week because the vessel was tied up for one or more of the following reasons:
 - Inclement weather.
 - Absence of fish in fishable waters.
 - Lack of orders for fish from buyers.
 - Vessel is laid-up for repairs.

The DE 2063F must be completed and issued to the employee by the fifth day after the end of the payroll week. The DE 2063F must also be completed within five days of the settlement when wages are prorated in a payroll week. If you, as the skipper, want to claim benefits, you must also complete a DE 2063F for yourself by the fifth day.

The employee must contact Employment Development Department (EDD) no later than 28 days from the date the DE 2063F is issued. If the employee is unable to contact EDD within 28 days, instruct the employee to call the EDD office as soon as possible.

If you have a layoff and know that there will be no work for an employee for more than two weeks, or you terminate an employee for any reason, do not issue a DE 2063F. Instruct these employees to contact an EDD office at once.

INSTRUCTIONS FOR COMPLETING THE NOTICE OF REDUCED EARNINGS, DE 2063F

Enter the employee's full name, Social Security Number, and the payroll week ending date.

1. Complete Item 1 if reporting gross earnings.

- a. Gross earnings are the employee's share of all catches after deducting expenses for operating the vessel and before deductions for taxes, cost of food, and other items that are not operating expenses. If a fishing trip extends from one week into an additional week or weeks, prorate the earnings to each week in proportion to the number of hours that the trip lasted during each week. If there was no catch, there were no earnings.
- b. A commercial fisher is in the "*act of catching or attempting to catch fish*" from the time he/she is aboard a vessel that has left its dock or anchorage on a fishing voyage. The "*act*" ends for all crew members when the fish caught on the voyage are unloaded. The exception to this is for the employee who is under no obligation to unload fish. The "*act*" also ends if no fish are caught and the skipper abandons the fishing trip and returns to a dock or anchorage.
- c. A day is the 24 hours beginning any midnight and ending the following midnight. If the vessel is in the act of fishing any part of the 24 hour day, that day must be marked on the DE 2063F. For example, if an employee leaves the dock on a fishing trip at 10:00 p.m. Sunday night, and returns to dock at 8:00 a.m. Monday morning (the next day), you must mark both Sunday and Monday on the DE 2063F.
- d. The week for which fishers claim benefits on the DE 2063F is the seven-day period commencing at 12:01 a.m. Sunday and ending the following Saturday at midnight.

2. Complete Item 2 if not reporting wages.

- a. "*Absence of fish in fishable waters*" means such a scarcity of fish in the normal fishing waters that would cause an owner or operator of a vessel to refrain from making a fishing voyage.
- b. "*Inclement weather*" means weather of such severity that would cause an owner or operator of a vessel to refrain from making a fishing voyage.
- c. "*Lack of orders for fish from buyers*" means that the owner or operator of a vessel is without a commitment from a buyer of fish to purchase the vessel's catch.
- d. "*Boat is laid-up for repairs*" means that the vessel is inactive because it is either undergoing repair or is not seaworthy and awaiting repairs.

A fisher is not eligible for benefits as a "totally unemployed individual" if during the week he/she performs any active services for his/her employment such as:

- Cleaning or repairing the boat.
- Loading food, supplies, or fuel.
- Unloading the boat.
- Tanning, tarring, hanging, or repairing nets.
- Standing watch awaiting the unloading of fish.
- Participating in fishing trips.

3. Complete Item 3 certifying to the availability for work.
4. Check the appropriate box to show why the employee is not working full-time.
5. Enter the last date the employee performed any work.

Complete the "Employer's Certification" showing company name, signature of the employer or authorized representative, and date issued.

Give the DE 2063F to the employee to complete the "Claimant's Statement" on the reverse side, and instruct the employee to call EDD.

You may order DE 2063Fs by:

- Calling EDD's 24-hour automated call system at (916) 322-2835
- Faxing your orders to (916) 928-5910
- Printing the forms from the Forms and Publications section of EDD's Home Page at www.edd.ca.gov
- Mailing your request to:

State of California
EDD Forms and Supply Warehouse
1733W Sports Drive, Suite A
Sacramento, CA 95834

If you have any questions or require further assistance, please call the telephone number listed below:

Inside California:

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| English | (800) 300-5616 |
| Spanish | (800) 326-8937 |
| Cantonese | (800) 547-3506 |
| Vietnamese | (800) 547 2058 |
| TTY (Non-Voice) | (800) 815-9387 |

If calling from outside California but within the United States, Canada, Puerto Rico, or the Virgin Islands, call (800) 250-3913.